

KENDRIYA VIDYALAYA SANGATHAN REGIONAL OFFICE VARANASI

Sub-: **Tender documents for Printing and Supply of Examination Question Papers in
Kendriya Vidyalaya Sangathan Regional Office Varanasi**

QUOTATION DOCUMENT

1. Quotations are invited from reputed, experienced and financially sound Printing Press firms /owner to provide Printing and supply of Examination Question papers to Kendriya Vidyalaya Sangathan Regional Office Varanasi on GeM Portal.
2. The Competent Authority, Kendriya Vidyalaya Sangathan RO Varanasi reserves the Right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document without assigning any reason, thereof.

Scope of work and Additional Terms and Condition

Bidder has to provide “**Add-on Services**” as per following Specification.

- Only those Bidders are allowed who own their printing press under one roof.
- Number of pages are mentioned in Bid, which is double sided printing of the sheet. Each side of sheet is counted as one separate page.
- The successful bidder is required to Print and Supply the material as per the specifications mentioned in this bid document. The bidder shall be responsible for supply of the work as defined in this bid document. .
- The bidder must bid for all Items & whole quantity. Partial bidding will be rejected.
- Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
- **Sample copy material will be displayed during the pre-bid meeting for a better understanding of the work to be performed by the bidder and those who will not attend the pre-bid meeting, the bid of such bidders treated as disqualified.**
- Details regarding (1) Name of Material (2) No of inner Page (3) Cover Page Material (4) Binding (5) Packing (6) Finishing and (9) Additional Support as per requirement.
- **Pre Bid meeting time 10:00 AM Date 05.01.2024**
- **Place KVS RO Varanasi**

• **Eligibility Criteria:**

Sr. No.	Criteria	Supporting Documents
1	The bidder shall be a registered Society / Trust / Firm/ Company / Partnership Firm / Proprietorship Firm incorporated under the Indian Companies / Society Act or the relevant Act.	Certificate of Incorporation / valid Partnership Deed / valid Proprietorship certificate or any other Registration issued by Govt. of India / State Govt. to fulfil given criteria to be submitted
2	The bidder must have one office in UP.	Please submit the valid & latest any one copy of any of the following: Property Tax bill / Electricity Bill / Telephone Bill / GST Registration / Lease Agreement
3	Bidder should have same or similar work experience of Kendriya Vidyalaya Sangathan & Kendriya Vidyalaya .	The Bidder must have successfully executed / completed at least 2 orders each of 25 % of the Estimated Bid Value or 3 orders each of 20 % of the Estimated Bid Value for similar service(s) during the the period of FY 2019-20 to 2023-24 (up to Bid publish date) to any Kendriya Vidyalaya Sangathan & Kendriya Vidyalaya (school). Copies of contracts / work orders and documentary. (Bidder has to submit details in format with supporting documents of work experience and successful execution as per clause No: 10)
	The minimum average annual financial turnover of the bidder	The minimum average annual financial turnover of the bidder during any three out of the last 5 financial years (i.e., FY 2018-19, 2019-20, 2020-21, 2021-22, 2022-23) ending on 31st March of the previous financial year, should be as indicated above in the bid document

Sr. No.	Criteria	Supporting Documents
5	Other Documents List	Bidders must upload following Certificate / Documents. <ol style="list-style-type: none"> 1. GST Certificate 2. Acceptance of ATC 3. Pan/Aadhar Card 4. Proof for Office in UP. 5. Undertaking of Blacklisting 6. Undertaking Bidder Financial Standing 7. MSME/UDYAM Certificate. 8. Last 2 financial year GST return.

1. The terms and conditions are as follows:

- 1.1 The bidder who wishes to participate in this bid must have to quote for all the line items as specified in Bid Document. An incomplete bid will not be accepted and will lead to rejection of the bid. We require only a single agency that can supply all the items required in this bid document.
- 1.2 The successful bidder is required to Supply material (Question Paper as per CBSE Pattern) as per the specifications mentioned in this bid document. The bidder shall be responsible for the work as defined in this bid document.
- 1.3 The quantity of any item may vary depending upon the change in the requirements/grants available with the purchaser(s), which shall be binding to the bidder.
- 1.4 The bidder must quote Rates with all inclusive rate consisting of all costs, applicable taxes, duties, transportation and all other incidental charges, if any.
- 1.5 The buyer reserves the right to disqualify L-1 bidder after bid stage if it is determined that the bidder has quoted abnormally low rates due to which the conducting of Reverse Auction is hampered.
- 1.6 Sample paper for proof reading will be submitted to KVS RO Varanasi and after the incorporation of corrections, if any, the final paper will be printed.
- 1.7 Secrecy of Question Paper will be maintained.
- 1.8 Transportation costs up to the required location (KVs under Varanasi Region) will be borne by the supplier.

2. Delivery period:

2.1 Successful bidders are required to complete the work within 20 Days after receiving the approval by KVS RO,VARANASI.

3. Warranty:

3.1 The selected bidder should ensure complete intact delivery and obtain complete acceptance of all materials from the end-office officer.

3.2 If any manufacturing or other technical defects are found, the same items will not be accepted and payment will not be done for the same.

3.3 Penalty Clause:

4.1 If the bidder fails to deliver and install the requisite items within the prescribed time limit as mentioned in the bid, then a sum equivalent to one percent (1%) of the value of unsupplied goods/services shall be deducted from the payment for each subsequent calendar week of delay or part thereof. The amount of penalty for delay in delivery & installation shall be subject to a limit of 10% of the total contract value, post which the following actions will be taken.

4. Delay in delivery after the prescribed time limit will be sufficient to cause for termination of the contract. **Packing and Delivery**

4.1. Rates along with GST should be quoted with free delivery.

4.2. The delivery point for sending material will be individual KVs under Varanasi Region as per requirement

5. Payment terms:

5.1. Payment for Goods and Services shall be made after 100% Delivery of Materials.

6. No advance payment will be made.

7. General Terms & Conditions

8.1 THE BIDDER agrees that it and its personnel will at all times comply with all security regulations in effect from time to time at premises and externally for materials belonging to Schools.

8.2 The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in

respect of the due performance of the Contract and the Sellers obligations there under.

- 8.3 THE BIDDER has to adhere to all the statutory requirements of the Government.
- 8.4 THE BIDDER acknowledges that all material and information which has or will come into its possession or knowledge in connection with this Agreement or the performance hereof, consists of confidential and proprietary data, whose disclosure to or use by third parties will be damaging or cause loss .
- 8.5 THE BIDDER agrees to hold such material and information in strictest confidence, not to make use thereof other than for the performance of this Agreement, to release it only to employees requiring such information, and not to release or disclose it to any other party.
- 8.6 THE BIDDER agrees to take appropriate action with respect to its employees to ensure that the obligations of non-use and nondisclosure of confidential information under this Agreement can be fully satisfied.
- 8.7 KVS RO VARANASI reserves the right to change any bid condition of any item even after inviting the bids, with/without prior notification.
- 8.8 KVS RO VARANASI Right to accept Any Bid and to reject Any or All Bids – KVS RO VARANASI reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to awarding the Contracts, without thereby incurring any liability to the affected.
- 8.9 The bidder should not be blacklisted by the Central / State Govt Organization. Bidder to upload undertaking to this effect with the bid.**
- 8.10 Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.**
- 8.11 In case of the bidder fails to deliver and install the requisite items after being L1, penal actions will be taken against the bidder and EMD will be forfeited, besides debarring and blacklisting the bidder for the time period as decided by KVS RO Varanasi.
- 8.12 Bidders' Obligations:**
- 8.12.1 The bidder is responsible for managing the activities of its personnel and will hold itself responsible for any misdemeanors on the part of its personnel.

8.12.2 It would be deemed that prior to the submission of the Proposal, the Bidder has:

- i. made a complete and careful examination of requirements, and other information set forth in this TENDER Document;
- ii. received all such relevant information as it has requested from KVS RO VARANASI; and
- iii. made a complete and careful examination of the various aspects of the Project including but not limited to:
 - a. The Project sites
 - b. Existing facilities and structures
 - c. Space availability
 - d. The conditions of the access roads and utilities in the vicinity of the Project Site
 - e. Conditions affecting transportation, access, disposal, handling and storage of the materials; and
 - f. All other matters that might affect the Bidder's performance under the terms of this TENDER Document.

8.13 KVS RO VARANASI shall not be liable for any mistake or error or neglect by the Bidder in respect of the above.

8.14 The bidder will treat as confidential all data and information about KVS RO VARANASI, obtained in the process of executing its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of KVS RO VARANASI.

8.15 Limitation of Vendor's Liability: Vendor's cumulative liability for its obligations under the contract shall not exceed the contract value and the vendor shall not be liable for incidental, consequential, or indirect damages including loss of profit or saving.

8.16 The Contract Duration shall be valid for a period of 1 Year from the date of Selection at the finalized rates.

9 Termination of Contract:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value of influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice: a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the purchaser of the benefits of free and open competition;”

- 9.1 If the bidder does not start performing the contract within the stipulated time period
- 9.2 If the bidder stops performing the contract or withdraws the activity to perform the contract
- 9.3 If the bidder breaches any terms and conditions of the contract or does not perform the contract in whole or part
- 9.4 If the bidder does not perform the contract up to the satisfactory level In the event that the bidder shall cease conducting business in the normal course, or wind up, make a general assignment or the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets or shall avail itself of, or become subject to, any proceeding under any act or statute of any country or state relating to insolvency or the protection of rights of creditors.

Bidders have to submit details in the following format with supporting documents of work experiencee

S N	Work order No	Work order Date	Work order Amount	Work order Quantity	Office Name & Address	Name of the Work	Copy of Work Order Attached? (Yes/No)	Copy of Work Completion Attached? (Yes/No)

Specification

Decription	Price Per page
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Type of Printing	Printing with Material	
Category of Printing	Question Paper	
Mode of Printing	Offset	
Single/ Double Sided	Double Sided (Both Sided – Front and Back)	
Colour of Printing	Single Color	
Printing Content	Text + Pictorial	
Paper Material	Plain Copier Paper	
Standards of Paper	Conformity to Indian Standard IS 1848	
Size of the Paper (in cm)	21.6 x 27.9	
Thickness of Paper in GSM	61-65 GSM	
Number of languages of printing	Bilingual	

(Signature)

Authorizd Signatory of **M/s <<Name of Company>**